

NOTICE OF INVITATION TO BID

NOTICE is hereby given that the TULSA DEVELOPMENT AUTHORITY, OKLAHOMA will receive sealed bids for the following:

BID # _____

DESCRIPTION: Landscaping and property maintenance services on TDA owned real property at various locations throughout the City of Tulsa.

You are invited to submit a bid to supply the Goods and/or Services specified above. Bids must be made in accordance with the Forms and Instructions herein.

Bids must be received no later than **3:00 p.m. (CST) on May 24, 2019** at the **TULSA DEVELOPMENT AUTHORITY'S OFFICE, 1216 N. LANSING AVENUE, SUITE D, TULSA, OKLAHOMA 74106**. Bids must be sealed and either mailed or delivered. No faxed or emailed bids will be considered. Original signatures are required on the attached forms.

IMPORTANT NOTE: Write the Bid Number, Bid Description as listed above, and the Bid Opening Date on the lower left corner of the outside of your bid envelope. You must return the complete Bid Packet with your Bid.

Enclosed with this Bid Packet are the following Forms and Instructions:

Use this checklist to ensure you have properly completed all Forms. You must return the completed Bid Packet.

- _____ Summary Sheet
- _____ Form #1: Bidder/Contractor Information Sheet. Must be completed.
- _____ Form #2: Bid/Purchase Agreement. Must be signed **or your bid will be rejected.**
- _____ Form #3: Affidavit of Claimant. Must signed and notarized.
- _____ Delivery and Pricing. Must be completed.
- _____ Instructions, Terms and Conditions For Bidders
- _____ Special Requirements (Offer Period, Insurance and Bonding, References)
- _____ Technical Specifications

If you have questions or need additional information, contact the TDA Office at 918- 592-4944 or visit the TDA website: www.tulsadevelopmentauthority.org

SUMMARY SHEET

Sealed Offer due by 3:00 p.m. (CST) on Friday:

May 24, 2019

Mail or deliver sealed Bids to:

Tulsa Development Authority
1216 N. Lansing Avenue - Suite D
Tulsa, OK 74106

Invitation To Bid documents are available at:	1. Website: www.tulsadevelopmentauthority.org 2. Office: Tulsa Development Authority 1216 N. Lansing Avenue - Suite D Tulsa, OK 74106 (918) 592-4944
---	---

Responses to this Invitation To Bid (ITB) must be on these forms only. The ENTIRE Invitation for Bid packet must be returned, or your bid may be rejected.

We require the following number of copies: 1- Original; 1- Office Copy and 1 additional copy. Each copy must be labeled on the front sheet with 1" letters indicating which copy it is.

TDA Contact Information	Bidder's Notice of Intent to Submit a Bid and Questions Regarding Bids:	Issuing of Addendums or Amendments:
Tulsa Development Authority www.tulsadevelopmentauthority.org Phone: 918-592-4944 Fax: 918-592-4948	Submit your intention to bid via the TDA website. Indicate the ITB number on the subject line of the email. You will receive an email response back verifying your notice was received. Use the same procedure to request clarification of any point in the ITB.	Bidders who notify the TDA of their intent to bid will be sent notice of any addendum or amendments to the ITB, which will be made available in the same manner as the Invitation For Bid.

PREBID CONFERENCE	YES	If yes, date, time and location will be shown here:	
		Date: May 20, 2019	
		Time: 10:00 a.m.	
		Location: Lansing Centre 1216 N. Lansing Ave, Ste. D	
Pre- Bid Conference is mandatory. You must attend.			

BID OPENING – All bid responses will be publicly opened as follows:

May 24, 2019 at 3:00 p.m.
Tulsa Development Authority
1216 N. Lansing Avenue- Suite D
Tulsa, OK 74106